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29 April 1959

**MEMORANDUM FOR: Board Assistants, OCB**

**SUBJECT : Fixed Deadlines for Precis Production**

1. Rozie called me today and volunteered to spread around among the staff members a memorandum detailing a fixed schedule of submissions and updates for the precis. This is a good idea. His previous memorandum on the update for the Board served me well in blunting the sword of Colonel Black. I propose to write Rozie as follows:

"Mr. Parrot and Mr. Johnson have agreed that the precis should be submitted to the OCB staff six weeks prior to the submission of the working group's semi-annual appraisal to the Executive Officer. This will assure that the paper will be in the hands of the working group when it begins meeting. For the benefit of the Board Assistants, an update will be submitted on the day the ops plan goes to the Executive Officer. (Rozie's point, and well taken, that the precis will be two months old by the time the Board Assistants get around to it, and that in some cases, the Board Assistants will have to decide whether the ops plan should go forward to the Board.) If the ops plan is being forwarded from the Board Assistants to the Board, a terminal update will be prepared on the Tuesday following the Board Assistants' meeting. This is a fixed schedule and, except in a case of an inordinately long delay between the working group meetings and the Board Assistants, there will be no additional interim updates."

2. In view of the North African rumpus, it would probably be unwise, and in any case perhaps unnecessary,

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to reiterate that we would welcome suggestions from interested agencies prior to the Board Assistants' update. I'm neutral on this and will put it in or leave it out as you see fit. Any further suggestions?

DONALD P. AVERY

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